



# Public Service Commission of Wisconsin

Ave M. Bie, Chairperson  
Joseph P. Mettner, Commissioner  
Robert M. Garvin, Commissioner

610 North Whitney Way  
P.O. Box 7854  
Madison, WI 53707-7854

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January 24, 2002

TO: Water, Electric, Gas and Sewer Annual Report System (WEGSARS) Users

RE: Filing of 2001 Annual Report

Dear Madam or Sir:

Your utility has an obligation to file with the Public Service Commission of Wisconsin (Commission) **by April 1, 2002**, a municipal utility annual report covering the 2001 calendar year operations. The annual report is required under Wis. Stat. § 196.25 and penalties can be imposed under Wis. Stat. § 196.66 for failure to file by April 1, 2002.

The annual report must be filed electronically with the Commission using the Water, Electric, Gas and Sewer Annual Report System (WEGSARS) **Version 3.0 only**. The annual report will not be accepted if it is prepared using prior versions of the program. If an outside preparer is used, it is the utility's responsibility to contact its outside preparer and provide them with all necessary information for completing the 2001 annual report. Commission staff will no longer be directly contacting outside preparers.

Enclosed is a new CD for completing the 2001 annual report. The updated 2001 Version 3.0 of the WEGSARS program and related documents are also made available on our web page for downloading. If you are interested in using this format, please check our web page at [www.psc.state.wi.us](http://www.psc.state.wi.us). The WEGSARS program installed last year **can not** be used to create the 2001 annual report. Each utility's prior-year (2000) annual report data is provided on the CD and should be imported into Version 3.0 before creating the new (2001) report. A number of improvements have been made to the WEGSARS program, including an automated filing process.

**It is important that the annual report preparer review all the enclosed information regarding:**

- Installation of WEGSARS, Version 3.0
- Directions for Completing the Annual Report
- Summary of 2001 Enhancements

The WEGSARS reference manual has now been incorporated into the program as "Help screens." It is also included on the CD and can be printed using either MS Word or .pdf (Adobe Acrobat) format. For instructions for filing the report with the Commission, please refer to the Reference Manual, Report Section 3 – Filing Report with PSC – or WEGSARS Help Topics.

**2001 annual reports will not be accepted if:**

- The procedures outlined in “Filing Report with PSC” are not followed correctly. (Especially relating to e-mail Subject field or diskette labeling.)
- There are unexplained errors in the Listing of Edit Check Results.
- There are any text messages in the e-mail regarding edit errors (which should be a part of and explained in the .edt file.)
- The zipped file does not contain the .mdb, .edt and .txt files. (The data file created by File, Backup Database is not acceptable for filing.)
- Export errors are contained in the .mdb file (created during the File, Export Database process and shown in the .txt file).

If there are any questions about rejected filings or filing in general, please call or e-mail the helpdesk.

Requests for a **two-week** extension of the April 1, 2002 filing date will be considered. However, the request **must** meet the following criteria:

- Requests must be in writing and addressed to:

Georgia Mulcahy, Administrator  
Division of Water, Compliance and Consumer Affairs  
Public Service Commission of Wisconsin  
P.O. Box 7854  
Madison, WI 53707-7854  
Fax: 608-266-3957  
e-mail: [georgia.mulcahy@psc.state.wi.us](mailto:georgia.mulcahy@psc.state.wi.us)

- Requests must be received prior to April 1, 2002.
- Requests must include a convincing reason for the extension such as death, serious injury, or illness (of utility staff), or loss of utility records. Workload will not be considered an acceptable reason for an extension.

To avoid possible penalties, annual reports must be received by the approved extension date. Additional extensions will not be granted.

After April 1, 2002, requests for authorization to “re-file” a previously filed 2001 annual report should be submitted in writing to the attention of Bruce Manthey, Audit Manager, at [bruce.manthey@psc.state.wi.us](mailto:bruce.manthey@psc.state.wi.us).

The 2002 annual report will be filed using WEGSARS, Version 3.0. It is suggested utilities retain the enclosed CD. Any minor enhancements for 2001 and 2002 would be optional and available only on the Commission web site. Note: It is contemplated that there will be enhancements for the 2003 annual report requiring a new WEGSARS Version which **may** be available only by downloading from our web site.

To: All WEGSARS Users

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If you have any questions, please feel free to call the helpdesk at (608) 267-2335 or e-mail [arhelp@psc.state.wi.us](mailto:arhelp@psc.state.wi.us).

Sincerely,

Georgia L. Mulcahy  
Administrator  
Division of Water, Compliance, and Consumer Affairs

Enclosures

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